



Web Enabled Safety System



WESS

**Module 2-
C**

**Forget Your
Password?**




Forgotten Your Password?

On the WESS Main Login screen, two User Activities are displayed



Click on "Reset/
Forgot
Password" to
reset it.

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY






Activities

User Name

Password

[Request New Account](#)
[Reset/Forgot Password](#)

WESS Beta Test Version #: 1.1.24

 **Web Enabled Safety System**  


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This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.


Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)



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Activities

 [Return Home](#)

Enter User ID and Email Address

User ID


Official Email Address

A User ID screen will be displayed, asking for your email address.



Validating Your User Identification

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 **WESS**
Naval Safety Center

Activities
[Return Home](#)

Enter User ID and Email Address

User ID

Official Email Address


[Help](#) [Back](#) [Next](#)

Enter your User ID and official email address.

Click "Next"

The Challenge question you selected during account setup will display. Enter the correct answer.

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Activities
[Return Home](#)

What is the city of your birth?
Your Answer:

[Help](#) [Back](#) [Next](#)

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Activities
[Return Home](#)

Forgot Password Request

Forgot Password Request Success. Check Email for further instructions!

[Help](#) [Continue](#)

WESS will display a notice when the Password reset request is complete,




Notification of Password Reset

WESS Information - Do Not Reply - Message (HTML)


File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: NRFK_SAFE_WESSAdmin Sent: Mon 6/21/2004 8:58 AM
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: WESS Information - Do Not Reply



DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399



From: Naval Safety Center, Norfolk
To: Charles Almond
Subject: User Account Password Reset Notification

Charles, your WESS account password has been reset. The password has been set to:

7pY2nV9g

Please note this is a temporary password and is valid for only one day. If you don't change the password within 24 hours, it will expire.

Please log in to the Naval Safety Center's WESS site to reset your account with your own password. Your password must adhere to the following rules:

- must be at least 8 characters in length
- must contain at least one upper case character
- must contain at least one lower case character
- must contain at least one numeric character
- must contain at least one special character

The Naval Safety Center

WESS will process the Password Reset and will send a Notification to you **by email.**

A sample is shown at left and will contain a new **Temporary Password.**


User Tip: Highlight & Copy the Temporary Password to facilitate your next Login.

Login and Password Reset

To Login,
enter your
User Name &
Temporary
Password

Click "Login".

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 **WESS**
Naval Safety Center

Activities



User Name

Password

[Request New Account](#)

[Reset/Forgot Password](#)


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Activities

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 [Maintain Account](#)

Password Expiring for "User's Name" [Help](#)

Password Expires: Tue Jun 22 08:58:29 EDT 2004
Select the Yes button to update.

On Login, a screen will appear indicating that your **Temporary Password will expire** on a date and time. The Temporary Password is only valid for 24 hours, as indicated in the email notification. Click **"Yes"** to Change the Password to one of your choosing.

Selecting a New Password

Change Password for User Account “User’s Name” [Help](#)

Password may only be changed once within a 24-hour period.
Entry Note: Valid Passwords must have a minimum length of 8 characters, contain at least one upper case letter, at least one lower case letter, at least one numeric character, and at least one special character, i.e., [!@#\$%^&*0_~\|{}|\;:'",<.>^?]

Enter Old Password:

Enter New Password:

Verify New Password:

First enter your Temporary Password and then enter a new one and verify it.

Then Click the “Submit” button.

Remember that the Password must meet the following rules:

The New Password must contain at least 8 characters, at least one capital letter, at least one lower case letter, at least one number and at least one “special” character, e.g. ! @ # \$ % &, etc.



Successful Login



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The information contained in this site is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 5720.42, OPNAVINST 3750.6R and OPNAVINST 5102.1D/MCO P5102.1B.

Your Existing Reports - "User's Name"

<u>Drafts</u>	<u>Endorsement Needed</u>
<div>Delete Serl# Date Description</div> <div><u>Approval Needed</u></div> <div>Serl# Date Description</div> <div><u>Release Pending</u></div> <div>Serl# Date Description</div> <div><u>Release Action Needed</u></div> <div>Serl# Date Description</div>	<div>Serl# Date Description</div>

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)

WESS will now open the Main User Environment Screen.

You may log-out now, if you wish, or proceed with WESS data entry.



Navigating the User Environment

To learn about the WESS User Environment and How to
Navigate the Mishap Report,

[Continue to Module 2-D](#)



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